



APPLICATION CHECKLIST

- ☐ Conditional Use Permit    ☐ Variance    ☐ Special Land Use Permit    ☐ Preliminary Environmental Review

**NOTE:** If this application is in the Bayfront, Eastern Territories, Redevelopment Area, or adjacent to a city boundary or highway/transit corridor, two (2) additional sets will be required.

**Site Plan** (Submit folded to 8.5" x 11" size.)

All "■" items are **REQUIRED**. Please check box before additional item(s) if included with submittal. (24 sets are required; 20 sets if Preliminary Environmental Review is not required.)

STAFF	REQUIREMENTS & ADDITIONAL ITEMS
<input type="checkbox"/>	■ Project location, legal description and assessor's parcel number
<input type="checkbox"/>	■ Property owner's name and address
<input type="checkbox"/>	■ Name of person or firm who prepared the plans & date of preparation
<input type="checkbox"/>	■ Vicinity map and north arrow
<input type="checkbox"/>	■ Number of parking spaces required, number, and size of parking spaces provided
<input type="checkbox"/>	■ Boundaries of subject property with dimensions
<input type="checkbox"/>	■ Show all existing and proposed buildings and structures. Include dimensions and label land use and square footage for each building activity area.
<input type="checkbox"/>	■ Show distance between buildings and/or structures
<input type="checkbox"/>	■ Existing adjacent structures
<input type="checkbox"/>	■ Existing and proposed walls, fences, etc., indicating height, design, and materials
<input type="checkbox"/>	■ Square footage of each building activity area
<input type="checkbox"/>	■ Parking layout, pedestrian walks, loading and trash areas
<input type="checkbox"/>	■ Location of all existing trees or manmade features which are to remain or to be removed
<input type="checkbox"/>	■ Location, type, and size of all existing and proposed utilities (The facilities to be shown include, but are not limited to: electric transformer boxes, fuse boxes, telephone boxes, post indicator valves, and fire department connectors [standpipes], etc.)
<input type="checkbox"/>	■ Lot coverage and floor area ratio (FAR)
<input type="checkbox"/>	■ Driveway widths and locations
<input type="checkbox"/>	■ Adjacent streets, alleys, and properties (including adjacent structures)
<input type="checkbox"/>	■ Trash areas with screening
<input type="checkbox"/>	■ Delineation of phasing, when applicable
<input type="checkbox"/>	■ Scale no less than 1 foot=30 feet
<input type="checkbox"/>	<input type="checkbox"/> Existing topography and proposed grading showing all slopes
<input type="checkbox"/>	<input type="checkbox"/> Concept landscape plan indicating planting areas and conceptual location of trees, shrubs and groundcover, parking screening walls, etc.
<input type="checkbox"/>	<input type="checkbox"/> Location of existing and proposed signs

**Elevations & Floor Plans** (Fold to 8.5" x 11".)

(24 sets are required; 20 sets if Preliminary Environmental Review is not required.)

STAFF	REQUIREMENTS & ADDITIONAL ITEMS
<input type="checkbox"/>	■ Floor plans with square footage included
<input type="checkbox"/>	■ All Buildings, structures, walls and/or fences, signs and exterior lights
<input type="checkbox"/>	■ Include a scale on all floor plans and building elevations
<input type="checkbox"/>	<input type="checkbox"/> Location & size of storage areas
<input type="checkbox"/>	<input type="checkbox"/> <b>Colored Site Plan &amp; Elevation Plan</b> (Not required with first submittal.) One set of colored site plans and elevations shall be submitted to the project planner after the project has been deemed complete.
<input type="checkbox"/>	<input type="checkbox"/> <b>Reduced Site Plan &amp; Elevation Plan</b> (Not required with first submittal.) Projects scheduled for public hearing require one 8.5" x 11" reduction of site plans and elevations to be submitted to the project planner two weeks prior to the public hearing.

**Documents & Additional Plans**

STAFF	REQUIREMENTS & ADDITIONAL ITEMS
<input type="checkbox"/>	■ Development Processing Application form
<input type="checkbox"/>	■ Completed Project Description & Justification form (Appendix A)
<input type="checkbox"/>	■ Disclosure Statement (Appendix B)
<input type="checkbox"/>	<input type="checkbox"/> Development Processing Agreement (Appendix C)
<input type="checkbox"/>	<input type="checkbox"/> Operational Profile
<input type="checkbox"/>	<input type="checkbox"/> Preliminary Soils/Geological Report
<input type="checkbox"/>	<input type="checkbox"/> Noise Study
<input type="checkbox"/>	<input type="checkbox"/> Traffic Study
<input type="checkbox"/>	<input type="checkbox"/> Preliminary Title Report
<input type="checkbox"/>	<input type="checkbox"/> Preliminary Environmental Review Application Package (separate fee required)
<input type="checkbox"/>	<input type="checkbox"/> Parking Study/Analysis

**Site Utilization Plan**

This map should show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius. An aerial photo may be used if features are properly labeled. (24 sets are required; 20 sets if Preliminary Environmental Review is not required.)

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ All parcel lines and streets (R.O.W., improvements, drainage facilities)
<input type="checkbox"/>	■ Location and use of structures
<input type="checkbox"/>	■ Adjacent access and circulation
<input type="checkbox"/>	■ Existing zoning & land use